



Introduction

Welcome to the official newsletter of the CSTARS ORSI deployment effort. The purpose of this newsletter is to communicate important CSTARS ORSI information that will impact *your* work at the Department of Commerce.

The following information can be found in this newsletter:

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If you have any questions or comments please contact the CSTARS Obligation and Requisition Standard Interface (ORSI) team at ORSITeam@doc.gov.

Hot Topics

CSTARS ORSI Deployment Information Webpage: The CSTARS ORSI team has created a website that will be used as a single point of reference for all CSTARS ORSI deployment information. This page can be found at <http://www.camsic.ossec.doc.gov/orsi/CSTARS.htm>.

Deployment Information: The CSTARS ORSI team has created and distributed the draft version of the CSTARS ORSI Deployment Approach and Plan. This document lists out suggested deployment activities that will need to occur at each bureau in order to ensure a successful CSTARS ORSI deployment. The ORSI team has solicited comments regarding this document from the various stakeholder groups.

Finance/Procurement Standardization: The team has finalized new finance and procurement data standards that will take effect with the CSTARS ORSI deployment. These standards were created through meetings with finance and procurement representatives from each bureau.

These data standards have been communicated to Bureau representatives and will be included in the final Deployment Approach and Plan document.

TIBCO Training: ORSI team members are working with TIBCO representatives to determine training dates for TIBCO administrators. The ORSI team will send TIBCO training information to Bureau representatives as soon as it is available.

Train-the-Trainer Program: The CSTARS ORSI Train-the-Trainer program will be held in March 2005 at the CBS Support Center (CSC) in Gaithersburg, MD. This program will train bureau representatives on the different modules included in the ORSI effort. Bureau trainers are in-turn expected to train to-be Bureau users on the CSTARS ORSI system.

This program will consist of the following classes:

- Comprizon.Request Functional Training
- Comprizon.Request Administrator Training
- Comprizon.Buy Functional Training (ORSI-specific changes only)
- CFS Training (ORSI-specific changes only)
- General Administrator Training (CSTARS, TIBCO, CFS)

NOTE: Exact class dates have not yet been determined; however, these dates will be set in the next month and will be included in the upcoming CSTARS ORSI Training Plan document.

CIO/Security – System Certification and Accreditation: System Certification and Accreditation documentation will need to be updated for CSTARS and CFS instances at each bureau due to the CSTARS ORSI implementation. ORSI team members are working to schedule a meeting with various CIO and/or security personnel to discuss C+A updates. Disaster recovery scenarios will also be addressed in this meeting.

Please contact the CSTARS ORSI team at ORSITeam@doc.gov if you have any questions, comments, or concerns.

CSTARS ORSI Status (as of 12/29/04)

Synopsis

Development/Integration Testing: The CSTARS ORSI team has completed development efforts and has begun internal integration testing of the three CSTARS ORSI modules.

Functional Testing: The CSTARS ORSI testing team is creating test scenarios and conditions based upon the CSTARS ORSI Functional Requirements. The test team plans to build test scripts based upon these scenarios. These scripts will be used to verify that the CSTARS ORSI code works as designed.

Functional Testing will begin on January 21st, 2004 at the CSC. The CSC formally requested functional test support in the form of scenarios and testers in an email sent to the Bureaus on December 22nd, 2004.

Deployment Planning: The team has completed the draft version of the CSTARS ORSI Deployment Approach and Plan. The purpose of this document is to provide recommendations to each of the four bureaus (Census, NIST, NOAA, OS) and the Office of Computer Services (OCS) regarding the best way to deploy the ORSI. The ORSI team has solicited comments regarding this document from the various stakeholder groups.

Training: The CSTARS ORSI team currently creating the CSTARS ORSI Training Plan document. This document will describe in detail the CSC train-the-trainer program. Included in this document will be the schedule, curriculum, and materials for the various training classes being offered.

Detailed Status

Development/Integration Testing

- The CSTARS ORSI development team has completed programming the Comprizon.Request, Comprizon.Buy, TIBCO, and CFS portions of the CSTARS ORSI.
- The CSTARS Development team has initiated integration testing at the CSC. Integration testing consists of the execution of various tests to ensure that the three ORSI Modules (CSTARS, TIBCO, and CFS) work together in an integrated environment.
- The development team will resolve any issues encountered during integration testing before functional testing begins.

Functional Testing

- The CSTARS ORSI testing team is creating test scenarios and conditions based upon the CSTARS ORSI Functional Requirements.
- Functional Testing will begin on January 24th, 2005 at the CSC.

Deployment Planning

- The CSTARS ORSI team has completed the draft Deployment Approach and Plan. This document was sent to bureau representatives on December 22nd, 2004. This document can be found on the CSC website at <http://205.159.118.129/design/designdocs.htm>.
- The team is compiling bureau comments and plans to incorporate all comments into the document by January 16th, 2005.

Training

- The CSTARS ORSI Training Plan will be completed on January 28th, 2005.
- "Train the Trainer" CSTARS ORSI Training will occur in March 2005 at the CBS Support Center.

Training Information – Accounting Classification Code Structure

The Accounting Classification Code Structure (ACCS) is an alphanumeric string that is used to identify accounting and financial information associated with procurement transactions. As part of the CSTARS ORSI deployment all procurement transactions will be tracked, reported, and analyzed using the ACCS. CSTARS ORSI users will be required to enter the full ACCS string into requisitions and awards.

Figure 1 below shows how the ACCS is structured.

Accounting Classification Code Structure						
(A - Alpha Numeric N - Numeric)						
<u>Bureau</u>	<u>Fund</u>	<u>Program</u>	<u>Project - Task</u>	<u>Object Class</u>	<u>Organization</u>	<u>User Defined</u>
NN	NN	NN-NN-NN-NNN	AAAAAAA - AAA	NN-NN-NN-NN	AA-AA-AAAA-NN-NN-NN-NN	NNNNNN

Figure 1: ACCS Breakdown

1. **Bureau Code:** The Bureau code refers to the Bureau generating the procurement transaction. Bureau codes are always numeric and contain two digits.

There are twelve total Bureau codes that will be available in CSTARS. These Bureau codes are:

- 04 - Census
- 13 - Bureau of Industry and Security (BIS)
- 14 - National Oceanic and Atmospheric Administration (NOAA)
- 33 - Technology Administration (TA)
- 51 - Office of the Secretary (OS)
- 52 - Economic Development Administration (EDA)
- 53 - Bureau of Economic Analysis (BEA)

- 57 - National Institute of Standards and Technology (NIST)
- 59 - Minority Business Development Agency (MBDA)
- 61 - National Telecommunications and Information Administration
- 64 - Office of the Inspector General
- 65 - Economics and Statistics Administration

Bureaus that do not have a CBS-assigned Bureau code (e.g. ITA, NTIS) will not use the standard ACCS codes. In these situations, ACCS information will be distributed by Bureau representatives.

2. **Fund Code:** Fund codes are used by the Treasury to assign funds to Federal Departments. The Fund code is a two-digit numeric field.
3. **Program Code:** Program codes are used by Congress to grant program authority to the Federal Departments. Program authority gives each Department the legal authority to spend funds. The Program code contains nine numeric digits separated into four segments.
4. **Project/Task:** Project/Task codes are used to assign and track costs associated with specific work efforts. Project codes are alphanumeric and contain seven digits. Task codes are alphanumeric, contain three digits, and provide a further breakdown of Project codes into the individual tasks being performed.
5. **Organization:** Organization codes are used to identify the specific organization that is creating a procurement or finance transaction. The Organization code is a sixteen-digit field separated into seven segments. Each transaction entered into CSTARS must contain the home Organization code of the employee making the requisition/award (i.e. the "charging" Organization).

NOTE: The seven Organization code segments are used for different purposes at each Commerce Bureau.

6. **Object Class:** Object Classes are numeric codes assigned to financial transactions to identify the nature of a service or item. Object Classes are separated into four segments (eight digits total).
7. **User Defined Field:** The User Defined Field (UDF) can be used by the Bureaus to track miscellaneous accounting transactions on an as-needed basis. The UDF is alphanumeric and contains six digits.

In most cases the UDF will contain all zeroes.

NOTE: Fiscal Year will also be captured at the account level, but is not considered part of the ACCS. Fiscal Year is a two-digit numeric field in CSTARS and CFS.

NOTE: CSTARS ORSI users should contact Bureau procurement/acquisition representatives to determine which ACCS values they should use when creating procurement transactions.